

Report of the Armstrong Hall Management Committee

held on Thursday 30th August 2018
in the Committee Room at the Armstrong Hall Complex

Present: Cllr Benj Emmerson (Chairman)
Cllr Bob Griffin
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Jayne Stansfield

Barbara Ray (Armstrong Hall Advisory Committee)
Gill Dunkley (Armstrong Hall Advisory Committee)

Sandra Richardson (Deputy Hall Manager)
Adam Bloom (Hall Supervisor)
Belinda Morley (Administrator)

Cllr Maggie Tyrell – absent
Cllr Gail Whitehead - absent

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Angela Symonds – out of Thornbury

2. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC OR HIRERS**

None

3. **TO APPROVE THE REPORT OF THE MANAGEMENT COMMITTEE MEETING OF 14TH JUNE 2018 AND CONSIDER ANY MATTERS ARISING FROM THEM NOT COVERED BY ANOTHER AGENDA ITEM**

The report of the Management Committee meeting held on 14th June 2018 had been circulated and was agreed. The Deputy Clerk informed the Management Committee that the defib had been ordered for the Armstrong Hall Complex following a donation from Thornbury Lions. The Committee requested a letter of thanks be sent to Thornbury Lions.

4. **TO RECEIVE THE MINUTES OF THE TRUST MEETING HELD ON 31ST JULY 2018 AND 28TH AUGUST 2018**

The minutes of the Trust meeting held on 31st July 2018 had been circulated and were agreed. The minutes of the Trust meeting held on 28th August were not available and would be mailed out shortly.

MATTERS ARISING

Thanks were expressed to the Hall Supervisor for his swift actions in dealing with a stroke victim recently. The Hall Supervisor asked the Committee to consider the purchase of a radio system for the hall as he had had difficulty contacting staff during the incident. The Deputy Hall Manager reported that Council is currently investigating radios for the outside staff and will include the Armstrong Hall staff when collecting quotes.

Cllr Clive Parkinson reported that the Hall Manager had made contact with CVS but had yet to hear about possible workshops run by Dick Whittington.

5. TO RECEIVE AN UPDATE ON THE ARMSTRONG HALL REDEVELOPMENT

Cllr Clive Parkinson reported that a meeting for the Armstrong Hall Working Group has been planned for the 3rd week in September. The Hall Manager is working with Chris Roberts to produce an overall plan based on current 'building project' advice. The plan, when complete, will be sent to the Trust to be agreed.

6. TO RECEIVE AN UPDATE ON THE ACTIONS CONTAINED WITHIN THE HEALTH & SAFETY ACTION PLAN AND FEEDBACK FROM THE FIRE RISK ASSESSMENT

The Health & Safety Action Plan and feedback from the Fire Risk Assessment was circulated and discussed in detail.

Cllr Clive Parkinson noted that the report is a work in progress and the dates on the document are unrealistic.

7. TO CONSIDER DRAFT PRODUCTION POLICY AND GENERAL BOOKINGS POLICY

The draft Production Policy and General Bookings Policy was tabled and discussed. Cllr Clive Parkinson asked that once the document is finalised by the Hall Manager and Hall Supervisor, it is emailed to the Management Committee and brought to meeting for approval.

9. TO CONSIDER REPLACEMENT MIXING DESK FOR HALL SUPERVISOR AND PURCHASE OF ONE FOR THE HALL

The Deputy Hall Manager reported that the Hall Supervisor had lent his mixing desk to the Complex and it had broken through overuse at the hall. The Deputy Hall Manager requested that the Committee covers the cost of a replacement desk for the Hall Supervisor and that he buys a mixing desk for the hall. This was proposed by Cllr Clive Parkinson and unanimously agreed by the Committee.

10. TO CONSIDER MATTERS RELATING TO ARMSTRONG HALL FINANCES

(a) To approve accounts for payment

The accounts for payment were tabled. It was proposed by the Chairman and unanimously agreed that the following accounts now due for payment be approved:

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (June) – Hall	92.00
South Gloucestershire Council	Rates (June) – Museum	54.00
South Gloucestershire Council	Rates (July) – Hall	92.00
South Gloucestershire Council	Rates (July) – Museum	54.00
South Gloucestershire Council	Rates (August) – Hall	92.00
South Gloucestershire Council	Rates (August) – Museum	54.00

British Telecom	Telephone Bill	36.50
JCW Window Cleaning	Window Cleaner	25.00
AED Locator (E.U.) Ltd	Defib - Smart Cabinet Package	4218.00
British Telecom	Telephone Bill	153.28
Biffa	Waste Disposal	57.12
Bristol Old Vic Theatre School	Performance – ‘Mill On The Floss’	1170.00
The Consortium	Fire Extinguisher Sign	15.79
The Consortium	First Aid Refill Kit	45.35
The Consortium	Fire Safety Equipment	35.33
The Consortium	Stationery/Cleaning Materials	231.41
Horders Thornbury Press	x5 Receipt Books (printing)	117.00
UES Ltd	Sanitary Disposal Service	192.00
Biffa Waste	Waste Disposal	42.59
British Telecom	Telephone Bill	30.95

ACCOUNTS FOR PAYMENT – 30TH AUGUST 2018

EDF Energy	Electricity Bill	195.74
7 Day Cellar Limited	Drinks Stock	196.80
T. Hopkins	Roof Repair	120.00
Adam Bloom	Mixing Desk	158.00

(b) To receive the financial statements for June and July 2018

The financial statements for June and July 2018 had been circulated and were discussed in detail. The Chair asked for a detailed summary of the end of the year accounts for 2017/18. The Deputy Hall Manager reported that the RFO was currently preparing these. The Chair asked for these to be emailed to the Committee and followed by a meeting with the RFO.

(c) To receive an update on fundraising and donations

The Deputy Hall Manager reported that the current fundraising total is £111,446.13. and thanks were expressed to Barbara Ray for her continued support.

The following performances have been planned for the coming months:

The Last Ballade – 22nd September
Bristol Ensemble – 20th October (to be held in the URC as the hall is unavailable)
Young Persons Concerts – 11th November

11. **TO RECEIVE AN UPDATE FROM THE HALL MANAGER ON ANY OPERATIONAL AND MAINTENANCE ISSUES**

(a) Operational Issues

The Hall Supervisor reported that he is short staffed following some staff sickness.

12. **TO CONSIDER ANY CORRESPONDENCE RECEIVED OR OTHER URGENT BUSINESS**

None.